



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE SPECIAL MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, May 1, 2019
STANDING COMMUNICATIONS COMMITTEE SPECIAL MEETING
3:30 P.M. – 4:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Communications Committee Board Members

Chair Bill Pease

Vice-Chair Bryon Gutow

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. February 6, 2019 Communications Committee DRAFT meeting minutes.

D. DISCUSSION ITEMS

1. Approve Revised Bylaws.
2. Discussion Regarding an Update on the Message Board.
3. Discussion Regarding Goggle Analytics.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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**MINUTES OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
WEDNESDAY February 6, 2019
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Communications Committee Board Members

*Bill Pease
Bryon Gutow*

A. ROLL CALL

1. Call business meeting to order 5:30 p.m. – By Bill Pease
2. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. DRAFT MINUTES TO BE APPROVED

1. November 7, 2018 Communications Committee DRAFT meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Discussion Regarding Chair and Vice-Chair.

General Manager Davies – Provided the details regarding the Chair and Vice-Chair. The decision will be for the 2019 year Chair Bill Pease and Vice-Chair Bryon Gutow.

2. Discussion Regarding an update on the Message Board.

General Manager Davies – Provided a background regarding the past Communications agenda items; communications through our internet, exceeding the standards related to ADA Compliance. Message Board held up with County Permitting, CEQA, Land Use Permitting, going through Zone Administrator on February 20, 2019, building permit, then a possible March 2019 delivery.

3. Discussion Regarding Message Board Policy.

General Manager Davies – Provided the details regarding the Message Board Policy related to types of advertising. There was discussion regarding the policy related to 501(c)(3), sponsored or co-sponsored advertising by the Town, times for operation (6:30 a.m. to 11:00 p.m.), and advertising on the Message Board. The recommendation from the Communications Committee regarding the re-drafted Message Board Policy; in summary policy changes will be:

- Town sponsored, co-sponsored or 501(c)(3) messaging only.
- Removal of Life Milestone Events and Discovery Bay based business messaging.
- Applications and appeals process – application would not come back for each application if the policy is approved and has met the criteria; if not then the applicant can appeal to the Communications Committee or to the Board.

The revision to the policy will be sent via email to the Communications Committee for review and comments then to the Board for approval.

E. FUTURE DISCUSSION/AGENDA ITEMS

Update on the Message Board and Goggle Analytics.

F. ADJOURNMENT

1. The meeting adjourned at 6:00 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-12-19

<http://www.todb.ca.gov/agendas-minutes>

DISCOVERY BAY COMMUNITY SERVICES DISTRICT
COMMUNICATIONS
COMMITTEE BYLAWS
Revised May 1, 2019

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Communications Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to external communications activities.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members, TODB Staff and Consultants as necessary.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings for Communications will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur every odd numbered month on the first Wednesday at 3:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

Article VIII: Officers and Rules

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

Article IX: Staff

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

Article X: Required Training

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

Article XI: Amending Bylaws

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.